



Supervision of Pupils Policy

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INTRODUCTION

At Manor House pupils are carefully and positively supervised throughout their day at school: in class, in the dining room, in the playground, in the changing rooms, during clubs, and between lessons. Pupils are made aware of the “bounds” within which they must keep during breaktimes. These “bounds” correspond to the areas duty staff may effectively supervise. Pupils are not allowed into classrooms unsupervised except in exceptional and specific circumstances. Pupils should not pass between the school and sports fields or between school and Forest School unsupervised.

PUPILS’ DAILY ARRIVAL AND DEPARTURE

Pupils should normally arrive at school between 8.20am and 8.35am, unless they are attending Breakfast Club. Upon arrival in the morning pupils are allocated designated waiting rooms which are supervised by staff. Pupils are expected to be collected by 3.40pm unless they are staying late for a club or tea/homework. Pupils are not allowed on site without supervision. At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school before or after normal school hours.

All members of the teaching staff are expected to take their share of break, lunchtime and after-school supervisory duties.

The main duty times are:

- Breakfast Club (8.00am – 8.35am)
- Break duty (10.35-10.50am)
- Lunch-time duty (12.35pm – 1.00pm and 1.00pm – 1.25pm)
- After-school duty (starting at 3.30pm)

Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. Members of the PE Department supervise pupils on both home and away matches.

REGISTRATION

We take a register of pupils at the start of the morning session and at lunchtime. Parents are required by the authorities to notify the school if their child is absent for any reason.

MEDICAL SUPPORT

For details of first-aid and medical provision please see the First Aid policy filed alongside this document.

SUPERVISION WHILST TRAVELLING TO AND FROM SCHOOL

Pupils travelling to or from school on a school bus are supervised by a member of staff; they are expected to behave responsibly.



SUPERVISION DURING EDUCATIONAL VISITS

The arrangements for the supervision of pupils during educational visits and trips out of schools are described in our Outside Visits Policy filed alongside this document. Our arrangements for the supervision of EYFS children on visits are described in our Folly Nursery Operational Plan.

NURSERY PUPILS

The arrangements for the supervision of pupils in the Nursery Department of the school are set out in our policy “Folly Nursery Operational Plan”.

STAFF INDUCTION

All new members of the teaching staff receive a thorough induction into the school’s expectations of the appropriate levels of pupil supervision.

OTHER RELEVANT POLICIES

Please also refer to our Acceptable Use of the Internet Policy, Child Protection Policy and Procedures, Fire Policy, First Aid Policy and Safeguarding Children Policy filed alongside this document.

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